

BATTERY
WORKFORCE
CHALLENGE

Constitution and By-laws

The Ohio State University

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.

Section 1: Name: The Battery Challenge Team at The Ohio State University

In the rest of this constitution, the Battery Challenge Team at The Ohio State University will be referred to as “BWC team.”

Section 2 - Purpose:

To engage students in designing, building, and manufacturing a battery pack for a battery electric vehicle. The educational mission aims for battery engineering technical skill development and promotion of diversity, equity, and inclusion within the team’s work, outreach, and communication.

Section 3 - Non-Discrimination Policy:

This organization does not discriminate based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, BWC expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II - Membership: Qualifications and categories of membership.

Voting membership is defined as limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members, but as non-voting associate or honorary members.

Article III - Methods for Removing Members and Executive Officers:

If a majority of the BWC team membership decide that a team leader is not performing a satisfactory job, a vote will be held to impeach the officer. If the vote passes, the resolution is brought before the team faculty advisor and the advisor must pass the resolution to impeach the officer. The officer is then removed from the team.

Article IV - Organization Leadership: *Titles, terms of office, type of selection, and duties of the leaders.*

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization's voting membership. Officer positions are as follows:

1. Team Primary Leader: Elected by general member vote with nominations from faculty advisors on an annual basis. General duties consist of managing the communication between team members and leaders and corresponding with the competition organization. The primary leader serves as the primary goal-setter and inspirer the team. This person sees that the team is properly guided ethically, morally, professionally, and successfully towards the best educational experience and winning completion of the competition. The team leader is also responsible for seeking guidance if the team has gone off course from its goals and objectives. Further, the primary leader heads treasurer activities and responsibilities, as well as updating the team roster.
2. Team Secondary Leader: Elected by general member vote with nominations from faculty advisors on an annual basis. General duties consist of assisting communication between team members and subteam leaders, corresponding with the competition organization. The secondary leader serves as the team facilitator and supporting organizer. This person also sees that the team is properly guided ethically, morally, professionally, and successfully towards the best educational experience and winning completion of the competition.
3. Team Treasurer: The team treasurer is elected by general member vote with nominations from faculty advisors on an annual basis. General duties consist of financial management and communication between the team leaders, Center for Automotive Research fiscal officers, and faculty advisors. Additionally, the treasurer supplements team resource organization and inventory.

Article V – Election/Selection of Organizational Leadership

Students are eligible for office if they hold BWC Team member status. Candidates are self-nominated or suggested by the Team Leaders, Executive Committee, or Advisors. Elections are to be held in a general meeting during the spring term, in which the voting process is a show of hands. In the case of a resignation, a special meeting will be held with the purpose of electing a new officer. If there is a period between the current officer's resignation and the election of a new officer, an interim officer will be appointed by consensus of the Executive Committee.

Article VI - Executive Committee: Size and composition of the Committee.

This Committee (like a board of trustees or directors) represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. The BWC Team's committee is comprised of the organization leaders and chairpersons of the standing committees.

Article VII – Standing Committee: Names, purposes, and composition.

These committees serve the organization leadership, Executive Committee, and general membership. They are permanent and designed to carry out the basic functions of the organization. The chairpersons of these committees are appointed by the organization leadership and form the Executive Committee. The Standing Committees follows a similar structure the BWC competition ‘swimlane’ (subteam) structure:

- Battery Pack Hardware (BPH) Subteam: To design and source all physical subcomponents of the battery pack. BPH must ensure designs and selected components fit and are suitable for the automotive environment requirements provided in the BWC competition specifications and rules.
- Battery Pack Software (BPS) Subteam: Responsible for delivery of fully functional and stable software that monitors signals throughout the battery pack, controls safety and functional related devices within the pack, and communicates effectively within the pack subcomponents and externally with the vehicle.
- Vehicle System Integration (VSI) Subteam: Responsible for the integration of all subcomponents of the battery pack system and ensures that it is suitably designed for the automotive environment requirements provided in the BWC specifications and rules. The VSI team will ensure that the battery pack functionality and safety meet the requirements and that the battery is ready for integration into the vehicle.
- Project Management Team: Conducts the business of the student organization, including budgeting, recruitment, fundraising, communications, sponsorship, project progress tracking, scope defining, quality reporting, and additional project management roles.

Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. Advisors are responsible for providing guidance and support to the team in their areas of expertise. Expectations include attending team meetings when appropriate, providing input in vehicle selection and development, enabling and encouraging the education of student team members, and facilitating the transfer of knowledge from year to year as members graduate.

Article IX – Meetings and events of the Organization: Required meetings and their frequency.

Members are required to attend two meetings each academic term. General meetings are held monthly, and subteam meetings are held as deemed necessary by the individual subteam leaders. Attendance at any combination of these types of meetings is sufficient for achieving the requirements of meeting attendance.

Article X – Attendees of Events of the Organization: Required events and their frequency.

The BWC team reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.

Proposed amendments should be in writing, and should not be acted upon, but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article XII – Method of Dissolution of Organization

Dissolution of the BWC Team should be determined by the Team Leaders, Executive Committee, and Advisors. Should any organization assets and debt exist, assets should first be used to pay off any outstanding debts. Additional outstanding assets should become property of The Ohio State University’s Center for Automotive Research (CAR), unless otherwise specified through contracts with individual sponsors. In the case of additional outstanding debts, method of payment of these debts will be determined by the Team Leaders, Executive Committee, and Advisors in conjunction with the CAR.

BWC By-Laws

Article 1 – Parliamentary Authority

The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II- Membership

Procedure for becoming a member of the BWC Team is to contact the Team Primary Leader and determine what area the potential member would be interested in working. The student would then be placed in a subteam based on interest and/or experience. No dues are required for membership.

To terminate membership, members are asked to inform the subteam leader and Team Leaders of termination, and to fulfill any current outstanding duties and/or discuss plan for taking care of such responsibilities with the subteam leader (and Team Leaders if deemed necessary by the subteam leader and/or Team Leaders). Also, upon termination of membership, student is asked to return any tools, technology, keys, or other property of the BWC Team or CAR. If a team member does not conduct

themselves in a manner that reflects well on the team, the issue is brought before a Team Leader, advisor, and subteam leaders and a decision will be made when a consensus is reached. Punishment can range from a warning/probation period to termination from the team, depending on the severity of the offense.

Article III- Election / Appointment of Government Leadership

Students are eligible for office if they hold BWC Team member status. Candidates are self-nominated or suggested by the Team Leaders, Executive Committee, or Advisors. Elections are to be held in a general meeting during the spring term, in which the voting process is a show of hands. In the case of a resignation, a special meeting will be held with the purpose of electing a new officer. If there is a period between the current officer's resignation and the election of a new officer, an interim officer will be appointed by consensus of the Executive Committee.

Article IV- Executive Committee

The Executive Committee is comprised of the leaders of the subteams listed in Article V of the Constitution. Duties include making decisions in the best interest of the team, abiding by the requirements of the BWC Competition, striving for the education of team members, managing the deliverables and activities required by the Competition, interfacing with the team advisors and CAR, and communicating information to the rest of the team.

Article V- Standing Committees

Each committee is responsible for completing project tasks assigned to their subteam and reporting information and findings to the organization leaders, Executive Committee and Advisors.

Article VI - Adviser/Advisory Board Responsibilities

Advisors are expected to be available to the BWC Team either in person, by scheduled meeting, or via email. They are encouraged, but not required to attend Executive Committee team meetings.

Article VII - Meeting Requirements

The quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees) size requirement is a minimum of five members for voting decisions.

Article VIII - Method of Amending By-Laws

By-laws may be amended by proposing in writing, reading the change at a general meeting of the membership, and then bringing the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

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